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## NOTICE OF SECONDMENT

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**Name of the post:**        **Seconded National Expert in the CBRN & Explosives Team, in the Strategy and Expertise Unit (O4-A)**

**Reporting to:**            **Head of the CBRN & Explosives Team**

***This selection procedure is intended to establish a reserve list of successful candidates (indicative number is 3). There is 1 available vacant post.***

### **1. About Europol**

Europol is a well-established and recognized organisation that became an EU agency in 2010. It is constantly looking for creative, self-reliant and energetic employees, who are up to the challenges involved in international crime-fighting, to work in its state-of-the-art headquarters in The Hague, the Netherlands.

Europol employs more than 1,000 personnel, including around 130 analysts, to identify and track the most dangerous criminal and terrorist networks in Europe. Our people come from a variety of professional backgrounds such as law enforcement, finance, legal, information technologies, human resources, communication, etc.

Working in close-knit teams, our specialists use their expertise and our cutting-edge technology to support investigations into serious organised crime and terrorism within and outside the EU.

#### **A solid track record**

Europol has:

- disrupted many criminal and terrorist networks
- contributed to the arrest of thousands of dangerous criminals
- helped recover millions of euros of crime proceeds
- helped hundreds of victims of trafficking and abuse, including children.

The working environment at Europol has a lot to offer. It is:

- highly collaborative
- intellectually stimulating
- multilingual
- multidisciplinary
- international

Prospective candidates should be prepared to work in a dynamic and fast-moving environment that requires a high level of flexibility, and should have the ability to perform well within a team.

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### Equal opportunity

Europol is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

We aim to create and maintain a healthy and attractive work environment that supports women and men in their career planning and in achieving a healthy work-life balance.

Employment at Europol is open to nationals of EU Member States. There is no nationality quota system in operation, but Europol is striving for a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members. Applications from female candidates are particularly encouraged.

If you would like to be part of a supportive team that allows you to make a strong contribution, and if you have seen a position that appeals to you, we'd like to hear from you.

## 2. BACKGROUND, MAIN PURPOSE AND TASKS OF THE POST

The **Operations Directorate** deals with the core business of Europol, improving the effectiveness and cooperation of the competent authorities in the Member States in preventing and combating serious and organised crime, as well as terrorism affecting the Member States. This requires close cooperation with the Liaison Bureaux at Europol and via them with the Operational Teams in the Member States.

Europol delivers a number of products and services to national law enforcement agencies to support them in their fight against international serious and organised crime, as well as terrorism.

Under Europol's organisational structure, the Operations Directorate hosts five distinct Departments: Front Office, European Serious Organised Crime Centre, European Cyber Crime Centre, European Counter Terrorism Centre, Horizontal Operational Services.

### **04 - European Counter Terrorism Centre (ECTC)**

The ECTC was established in January 2016 at Europol and is responsible for facilitating Counter Terrorism cooperation and Counter Terrorism information exchange among the Counter Terrorism authorities as well as to provide operational analysis. The centre includes the newly established Internet Referral Unit (IRU) dealing with online jihadist investigation. The emphasis of the centre is to build further on the already established tools and CT networks of Europol. It aims to enhance the CT capabilities and improve the information exchange among CT authorities, to bring the cross border cooperation in the CT field to a new level. The current focus of the ECTC is on Foreign Fighters which is the most significant threat at the moment. The ECTC is structured in such a way that it can adapt in a flexible way to new developments.

Under the authority of the ECTC – Strategy Head of Unit and supervision of the CBRN & Explosives Team Head the successful applicant will be required to carry out the following main duties:

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- Provide assessments and reports with regard to Chemical, Biological, Radiological and Nuclear (CBRN) related incidents, threats and developments;
- Contribute to the day-to-day management of the Europol Platform for Experts - European Bomb Data System (EPE/EBDS) and the Europol Platform for Experts - European EOD Network (EPE/EEODN), with particular focus to the CBRN pages;
- Monitor OSINT and draft *ad hoc* documents;
- Be involved in Europol projects in the CBRN domain, contributing to the production of Europol specialized reports, and other products and services;
- Ensure a timely information exchange with relevant partners;
- Exchange strategic and operational expertise and practices in the CBRN domains with ATLAS Network, where relevant;
- Participate in ECTC operations groups activities;
- Maintain an active interest in the manner in which current intelligence is handled by Europol and contribute to developing new methods and techniques for the benefit of the organisation;
- Represent the ECTC during internal meetings.

### 3. Requirements - Eligibility criteria

#### a. Candidates must

- Be a member of a competent authority in one of the Member States of the European Union in the meaning of Article 2 point (a) of the Europol Regulation;
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties;
- Possess at least 3 years of professional experience in the field of law enforcement relevant to the duties to be carried out during the secondment.

### 4. Requirements - Selection criteria

#### a. Professional experience: (assessed mainly during the Shortlisting phase):

##### Essential:

- Previous experience of working as CBRN expert in a national and/or regional CBRN unit or equivalent/similar unit/team, in one of the EU Member States;
- Previous experience of working in major security events and soft targets protection;
- Experience in dealing with sensitive and/or classified information and intelligence;
- Experience using computerised systems for the storage of information related to CBRN incidents.

##### Desirable:

- Experience and understanding of international police cooperation;
- Experience Working within a Member State's Counter Terrorism Unit;
- Experience in international networking within CBRN fora, including

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conferences and training;

- Experience in using popular content management systems (Liferay, Drupal, Convio, Kintera, etc.);
- Experience in project management.

### **b. Professional knowledge: (assessed during the Selection procedure - Written/Practical test and/or Interview):**

#### **Essential:**

- Completed training as CBRN expert, recognised and certified by an EU Member State Competent Authority;
- Working knowledge of initiatives and decisions on the EU level with regard to the field of CBRN materials;
- Sound knowledge of the products and services of the Europol ECTC;
- Understanding of ATLAS Network initiatives with regard to the field of CBRN.

#### **Desirable:**

- Completed training as a bomb technician - EOD (Explosive Ordnance Disposal) and/or IEDD (Improvised Explosive Device Disposal), including investigations, forensics, etc., recognised and certified by an EU Member State Competent Authority;
- Additional IT training on information systems and databases.

### **c. General competencies:**

#### **Essential:**

#### **Communicating:**

- Very good communication skills in English, both orally and in writing;
- Ability to draft clear and concise documents on complex matters for various audiences.

#### **Analysing & problem solving:**

- Excellent analytical and critical thinking skills;
- Competent user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet;
- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines.

#### **Delivering quality and results:**

- High degree of commitment and flexibility.

#### **Prioritising and organising:**

- Good administrative and organisational skills.

#### **Resilience:**

- Ability to work well under pressure, both independently and in a team.

#### **Living diversity:**

- Ability to work effectively in an international and multi-cultural

environment.

### 5. Selection procedure

#### Application process

Candidates endorsed by the national competent authorities are required to complete the application form available on Europol's website in English and submit the original application form together with 2 copies via their Europol National Unit, and, if necessary, the Liaison Bureau to the Human Resources Unit – Recruitment and Selection – at Europol. The application form must be accompanied by a letter from the sending authority to the Director of Europol expressing willingness to second the candidate.

Applications must be sent to Europol by the date of the deadline indicated on the vacancy notice at the latest. The stamp on the envelope serves as proof of the sending date. Applications received after the deadline cannot be accepted.

#### Selection Procedure

A Selection Committee chaired by the Head of the relevant Department or a senior representative and composed by a representative of the respective group as well as the Recruitment and Selection team determines candidates' suitability by assessing their skills, experience and qualifications in relation to the notice of secondment and will make an initial selection from the applications received.

For the initial selection, the operational contributions from the competent service to the project to which the expert will be seconded will be taken into account.

The Selection Committee will invite the 5 highest scoring candidates (short-listed). All candidates having a score equal to the 5th highest scoring candidate will be included to the list of invited candidates.

The Selection Committee then conducts at least a structured telephone interview with the shortlisted candidates in English in order to evaluate their language skills, validate their experience and assess whether they possess the key skills required.

On the basis of the initial assessment of the application and the outcome of the telephone interview the Selection Committee makes a recommendation for the Director to endorse. If no recommendation can be made following the assessment of the application form and the telephone interview a further interview can be arranged, if necessary face-to-face at Europol.

The Secondment is finally authorised by the Director and effected by an exchange of letters between the Director and the seconding authority, specifying the details of the Secondment as described in the MB Decision. Detailed rules regarding the secondment of national experts to Europol are described in the Decision of the Director on the selection procedure for Seconded National Experts of 20 May 2016.

Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, which can be found on [Europol's website](#).

### 6. Salary

The SNE shall remain in the service of the sending authority throughout the period of secondment and shall continue to be paid by that employer. The sending authority shall also be responsible for all social rights, particularly social security and pension entitlements.

During the period of secondment the SNE is entitled to a daily subsistence allowance paid by the agency, and may also be eligible for a monthly allowance

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depending on the distance from the place of origin. **If the SNE receives any allowance from other sources similar to the subsistence allowance paid by Europol, this amount shall be deducted.**

### 7. Terms and conditions

Detailed rules regarding the secondment of national experts to Europol are described in the Management Board Decision laying down the rules on the secondment of National Experts of 12 May 2016.

### 8. Additional information

#### DATA PROTECTION

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party, except for restricted posts in which the application may be transmitted to the National Unit as part of the application process.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of seven years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of five years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file. The Head of the Human Resources Unit is responsible for the data processing operation.

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules. Candidates have a right of recourse to the Europol Data Protection Officer (Europol - Data Protection Office – Eisenhowerlaan 73, 2517 KK The Hague, The Netherlands) and the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).

#### MAIN DATES

Deadline for application:	14 May 2018
Duration of the secondment:	1 year with a possible extension up to 3 years in total
Starting date of employment:	To be confirmed

#### APPLICATION PROCESS AND SELECTION PROCEDURE

Please refer to the Europol Recruitment Guidelines available on [Europol's website](#) for further details on the application process and the selection procedure.

#### CONTACT DETAILS

For further details on the application process please call + 31 (0) 703 02 52 35 or +31 (0) 703 53 12 98. You may also [contact us by email](#).

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